

# WHITESBORO CENTRAL SCHOOL DISTRICT

## NOTICE OF ANTICIPATED VACANCY

<b>POSITION:</b>	Account Clerk Civil Service Competitive Position
<b>DISTINGUISHING FEATURES OF THE CLASS:</b>	Employees in this class perform routine clerical work in maintaining and checking financial accounts and records, which involves the application of standardized account-keeping practices. Employees usually work under general supervision on standard routine assignments in accordance with detailed procedures. Supervisors are available for consultation on unusual problems and provide instruction on all new or difficult assignments. Supervision is not normally a responsibility of this class. The incumbent performs related work as required.
<b>LOCATION:</b>	Bus Garage
<b>HOURS:</b>	8:15 a.m. – 4:15 p.m. 12 month position
<b>RATE OF PAY:</b>	Grade 8
<b>STARTING DATE:</b>	Fall 2025
<b>MINIMUM QUALIFICATIONS:</b>	(A) Graduation from high school or possession of a high school equivalency diploma; OR (B) Two (2) years of clerical experience which shall have involved maintaining or checking financial records or accounts. NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
<b>TYPICAL WORK ACTIVITIES:</b>	Posts to a variety of accounts, monies received and disbursed; Audits bills, timesheets, payrolls, and other financial records; Prepares checks and keeps records of checks issued; Receives and deposits funds in various accounts, and issues receipts for funds received; Balances accounts and prepares summary statements of ledger balances;

Compiles and types payroll data, and prepares, types and checks payrolls;  
Compiles, prepares and types data for simple financial and statistical reports;  
Classifies constantly recurring receipts and expenditures, and distributes costs according to a prescribed code;  
Assists in maintaining labor, material and operational cost records;  
Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;  
Issues receipts for monies received;  
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;  
Operates a computer, typewriter, calculator, check writing machine, and other office machines, as necessary;  
May audit travel and expense claims;  
Answer telephone and provide information on routine matters.

**ADDITIONAL  
REQUIREMENT:**

Must currently hold the title of Account Clerk  
OR  
Will be required to sit for the Account Clerk exam and receive a passing grade.

**APPLY TO:**

Andrew Kirk  
Transportation Director  
Bus Garage  
Wood Road  
Whitesboro, NY 13492

**DATED:**

May 28, 2025



## **Civil Service Applications**

Non-instructional applicants can submit a Civil Service application by using the Oneida County Personnel Department's Online Application Portal.

Go to <https://oneida-portal.mycivilservice.com> to access the Online Application Portal.

Using the navigation menu at the top of the page, click on "Other Opportunities"

Find Whitesboro Central School in the list, and click "Apply."

Please contact Human Resources at 315-266-3319 with any questions or for more information.